

Briefings regarding Travel and Auto Allowance for Management Pay Plan Employees

These briefings will cover the changes this year in Travel and Auto Allowance for Management Pay Plan employees, review the new administrative guidelines regarding the same, and provide a time for questions related to the topic. We plan to have representatives from the Department of Public Works, Comptroller's Office, and the Department of Employee Relations. Copies of the guidelines will be provided and they are also posted on the Employee Relations' Web site (www.milwaukee.gov/der) under *Compensation Services*. We will also distribute and review the new form for Management Pay Plan employees relating to automobile insurance.

There will be two types of sessions – one primarily for those who review and sign off on requests for travel and auto allowance and the other for those who process the related paperwork such as payroll personnel. Both types of sessions will review the changes and the new guidelines but the second will go into more detail regarding the paperwork.

These briefings will be held in the Fishbowl on the 1st floor of the Zeidler Municipal Building, 841 N Broadway, on the following days:

- 1) Wednesday, June 2nd at 10:00 am (those who review and sign off)
- 2) Wednesday, June 2nd at 11:00 am (those who process the paperwork)
- 3) Thursday, June 3rd at 1:30 pm (those who process the paperwork)
- 4) Thursday, June 3rd at 2:30 pm (those who review and sign off)

Please RSVP to Sarah Trotter at strott@milwaukee.gov as to which session you would like to attend. For questions call Sarah at 2398 or Andrea Knickerbocker at 3387.